

**Supporting Student Success
2009 GRANT CYCLE FAQs
Revised May 4, 2009**

These grant cycle FAQ's may be updated if new questions of significance arise. Please check back for the most up-to-date information.

UPDATE – May 4, 2009: Fifty (50) applications had been received for the Supporting Student Success Small Project Grants. These applicants have requested \$190,491 in grant support. \$90,000 is currently available to support Small Project Grants.

Currently, one application has been received for Supporting Student Success Competitive Grants. \$160,000 is currently available to support Small Project Grants. Applicants may apply for up to \$40,000.

Deadline for both Small Project Grants and Competitive Grants is May 8, 2009.

GRANT APPLICATION & ELIGIBILITY

1. *I have a question about the grant or the grant application.*

If you cannot find the answer to your question in the Grant Application Guidelines, please contact Martha Shinnars (mshinnars@secstate.wa.gov, (360) 570-5567; or Jeff Martin (jmartin@secstate.wa.gov), (360) 704-5248.

2. *What is the main purpose for the Supporting Student Success Grants?*

The project focuses on the library's role in supporting the CBA research process. These grants provide funds for **public school libraries** and **public libraries** to work together for the success of K–12 students in completion of Classroom Based Assessments (CBAs). See <http://www.secstate.wa.gov/library/libraries/SupportStudentsSuccess.aspx>

3. *I've seen conflicting information on the maximum amount of a grant. What amount is available?*

The amount requested within a Small Project grant application may not exceed \$4,000. The amount requested within a Competitive grant application may not exceed \$40,000.

4. *When may my application be submitted?*

Submit your application as soon as it is fully completed, finalized, and signed by the necessary persons. This is especially important for Small Projects grants since those grants which are complete and which meet all criteria will be funded on a first come-first served basis.

Competitive grants will be reviewed and scored against the grant criteria once all applications meeting the postmark and delivery deadline have been received.

5. *May we apply for multiple Small Project grants or both a Small Project grant and a Competitive grant?*

Yes. The application guidelines indicate that we will work to distribute funds widely if the requests for funding exceed the amount of funding available. At least 23 Small Projects grant awards are available and at least 4 Competitive grant awards are available.

6. *May we apply for multiple Competitive grants?*

No. Given the limited number of these larger grants, applicants may apply only once for these funds.

7. *Are Social Studies CBAs the only type of CBA project supported within this grant cycle?*

Yes. Remember that the EALRs associated with Social Studies CBAs include civics, history, economics, geography, and social studies skills. All of these areas of the Social Studies CBAs are supported within this grant cycle.

8. *Does a public library have to partner with a school/school library? Does a public school library have to partner with a public library?*

Yes, a public library and public school library must partner if a library exists within a school. However, a collaboration that consists solely of a public library and a school teacher or school administrator (e.g., school district staff or school principal) is also eligible within this grant cycle if the school does not have a library. In this case, the public library will be the applicant and the school the partner.

9. *May libraries also partner with another institution?*

Yes, collaborations are encouraged to include additional participants from tribal libraries, two- and four-year college libraries, Educational Service Districts (ESDs), historical museums or organizations, private schools, or other community organizations or groups.

10. *May we participate in multiple partnerships?*

Public libraries and schools/school libraries may participate in multiple Small Projects grant partnerships. Please consider the workload and the timeframe for project completion to ensure that your project will be successful.

11. *How is collaboration defined?*

Collaboration is defined as the grant partners working together to design and implement the project.

12. *Do our collaborative partners have to sign a “Letter of Agreement” with the lead library?*

The State Library **strongly encourages** a “Letter of Agreement” (LOA) or other contractual document be signed between the collaborative partners. Typically a letter of agreement or contract is needed for funds to be reimbursed (exchanged) between entities.

13. *Are private, religious, and/or for-profit schools eligible to form the school side of a partnership?*

No. Parochial and other private schools cannot apply directly; however, they can partner with a public library and public school library that applies.

14. *I work in a school library in a small town that has no public library. How can our school be eligible for a Supporting Student Success grant?*

Form a partnership with a nearby public library.

15. *May we partner with a museum or archive instead of a public library?*

No. You might consider inviting a museum or archive (or another organization) to be part of your public library and public school library partnership.

16. *Is CIPA compliance required to apply for this grant?*

No. CIPA compliance is required *only if* LSTA funds are to be used to purchase computers to access the Internet or pay for the direct costs of accessing the Internet. These are not eligible costs within this grant cycle.

17. *May I purchase laptops, desktop computers, or other equipment that could be used to access the Internet?*

No. These are not eligible for grant reimbursement within this grant cycle.

18. *I understand that I may not use grant funds to purchase computer equipment that could be used to access the Internet. May I purchase software or peripherals such as media storage, monitors, printers, and scanners?*

Yes.

19. *May I purchase a subscription to licensed databases, magazines and journals, or to Web content that support our CBA projects?*

Yes. It is important to note that the federal funds used to support this grant cycle may not be used to pay for that part of a subscription which extends beyond the end of the grant period. If purchasing an annual subscription, another source of funding will be required to pay for the last several months of the subscription, i.e., for the period after the federal funds expire, for this grant cycle, beyond September 30, 2010.

20. *May we pay for the non-resident fees required for our rural students to use the resources of the nearby city library?*

Yes, if the students are outside of the public library's service area and no other local public library exists; non-resident fees are eligible for reimbursement if this is not the only focus of the application. If purchasing an annual subscription, another source of funding will be required to pay for the last months of the subscription which extends beyond September 30, 2010.

21. *Is it required to use the Support Student Success training that is available on line at WLMA?*

Though not an eligibility requirement, it is strongly recommended that everyone who applies for a grant take the time to review the online workshop. It is designed to assist both new and experienced staff by offering a Web-based concept map that is hyperlinked to information for basic beginner through intermediate learner. Some of the choices are narrated and regular PowerPoints, Web pages with linked information, a glossary and FAQ with people to contact for specific ideas. For more information, link to <http://wlma.org/cbas>.

PROJECT ADMINISTRATION & MANAGEMENT

22. *Who is the contracting authority?*

The contracting authority is the person who has the authority to bind his or her library to a legal contract.

- In some schools that may be the principal; in others, the superintendent or business manager at the district level. In a few districts, it could even be the librarian.

- In some cities, the authority to enter into contracts is distributed among department heads; in other cities, the authority is centralized in the Mayor or City Manager.
- In public library districts, it may be the department head, branch manager, business manager, or library director.

23. What are the responsibilities of the project manager?

The project manager coordinates the activities and communication between the State Library, other members of the grant project, and the grant project's fiscal agent. As the project manager is the primary person the State Library will contact, there should be only **one** project manager identified as such on the application. This person is responsible for the preparation and submission of quarterly and final reports, communicating deadlines and other tasks to collaborative partners, and for the work being completed.

24. What are the responsibilities of the fiscal agent?

The fiscal agent is the person who pays the bills and maintains the financial records for the lead library with which we will establish a contract. That person may be termed the business manager, the accountant, or something else.

The fiscal agent needs to come from the same institution as the contracting authority.

25. Our library district requires us to furnish it with a federal catalog number (CFDA #) whenever we apply for a grant. What is the CFDA # for this grant?

The CFDA # is 45.310 (for the State Library program, Office of Library Services, Institute of Museum and Library Services, National Foundation on the Arts and the Humanities).

26. If I receive a grant, when will my contract be signed and in place?

Once awards are announced, tentatively late June 2009, expect that contract establishment will take several weeks to develop, route for review, and obtain signatures needed for contract execution. We anticipate that contracts will be executed and in place by late August / early September 2009.

27. If I receive a grant, when may I start spending the grant money?

The grant agreement must be fully signed (executed) before costs may be incurred.

Please note that costs incurred prior to contract execution are not reimbursable.

Libraries must expend local money first and then claim reimbursement. Funds will not be distributed in advance of activities and purchases taking place. Funds will only be distributed on a reimbursement basis.

28. We would like to be reimbursed for our indirect, administrative and overhead costs. Are these costs eligible for reimbursement?

No. The Requirements section of the grant guidelines specifically notes that these costs are not eligible for reimbursement.

29. We would like to offer prizes or incentives to our students. Is that allowable?

Prizes and incentives are not allowable costs. See OMB Circular A-87:

http://www.whitehouse.gov/omb/circulars/a087/a87_2004.pdf. However, educational items, such as bookmarks which specifically support the project are allowable costs.

One solution is to seek out other funding sources for prizes and incentives, such as local businesses, PTOs, library friends groups or foundations.

30. May I use Supporting Student Success grant funds to pay for my library's participation in the State Library's Statewide Database Licensing (SDL) project?
No.

31. Could any of the 2008 Supporting Success grant projects be used for a model? Is it allowable to "copy" an existing grant project for use in my library?

By all means! Many projects or project activities are replicable. What's important is that you develop a project proposal that works well for **your** community.

Recognize that the guidelines for the 2009 grant cycle have been revised to better reflect LSTA guidelines and have a narrower focus than in the 2008 grant cycle. Projects proposed must conform to the narrower focus.

To view successful 2008 Supporting Student Success grant awards, see <http://www.secstate.wa.gov/library/libraries/grants/grants.aspx>.